

## **EXHIBIT II**

**Draycott EMPLOYEE PERFORMANCE  
EVALUATION 2008,  
HOU00002120-2123**

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# HOUSTON FIRE DEPARTMENT CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

FIREFIGHTER  
103.3

EMPLOYEE NAME:	DRAYCOTT	ENA	J
	(Last)	(First)	(Middle)
PAYROLL NUMBER:	116978	DEPARTMENT ORG #:	12
DEPARTMENT:	FIRE	COMMAND:	Emergency Operations
RATING PERIOD:	2008	STATION & SHIFT:	54 A
REASON FOR RATING:	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Promotional	<input type="checkbox"/> Unscheduled
(Mark Only One)			

Rating	Rating Value	Rating Description
Outstanding	5	Exceeds established performance standards and regularly produces superior results or makes major contributions to the organization
Strong	4	Exceeds established performance standards by adding significant value to the job
Effective	3	Performance is effective and consistently meets established standards
Needs Improvement	2	Performance occasionally meets job standards but needs improvement
Unacceptable	1	Consistently fails to meet performance standards, performance is unacceptable

## EMERGENCY OPERATIONS:

- FIREGROUND OPERATIONS:** Performs, as required, forcible entry, rescue, fire extinguishment, ladder raises, ventilation, salvage/overhaul, etc. This performance factor may also include incidents such as Hazmat Response (preventing container failure, containing/neutralizing hazards, protecting exposures, etc.), Technical Rescue (high-angle, swift-water, confined space, trench rescue, etc.), and Airport Rescue (evacuations, multi-casualty incidents, foam-firefighting, etc.).

Reason for Rating and Performance Suggestions:

REGULARLY PERFORMS AT THE ESTABLISHED STANDARD

Rating

3

- FIRST RESPONDER FUNCTIONS & RESPONSIBILITIES:** Provides support to the pre-hospital emergency medical care of the sick and injured to the level of their training as

per HFD guidelines.

*Reason for Rating and Performance Suggestions:*

Rating

3

MAINTAINS LEVEL OF TRAINING REQUIRED TO HOLD CURRENT POSITION.

3. **SPECIAL INCIDENTS:** Effectively responds to hazardous materials scenes, natural disasters, extrications, high rise rescues, utility emergencies, public service calls, etc.

*Reason for Rating and Performance Suggestions:*

Rating

4

DEMONSTRATES EFFECTIVE KNOWLEDGE AND UNDERSTANDING OF SPECIAL INCIDENTS . EX. ( AIRCRAFT EMERGENCIES ).

4. **JOB & TECHNICAL KNOWLEDGE:** Demonstrates knowledge of standard operational guidelines, concepts, and techniques related to specific job functions through appropriate application of knowledge.

*Reason for Rating and Performance Suggestions:*

Rating

5

REGULARLY DEMONSTRATES FUNDAMENTAL KNOWLEDGE THROUGH DRILLS AND TABLE-TOP DISCUSSIONS AND HAS A GOOD WORKING KNOWLEDGE OF HOW TOOLS AND EQUIPMENT ARE TO BE PROPERLY USED.

5. **SAFETY:** Follows Safety Guidelines, wears/uses protective equipment or clothing. Works in a manner so as not to endanger others or risk damage to City or citizens' property.

*Reason for Rating and Performance Suggestions:*

Rating

3

FIRE-FIGHTER DRAYCOTT REGULARLY PERFORMS IN A SAFE AND APPROPRIATE MANNER.

#### NON-EMERGENCY OPERATIONS:

6. **OPERATIONAL READINESS:** Maintains high level of personal appearance, inventories/inspects firefighting tools/medical equipment. Communicates pertinent information to relief person. Performs maintenance/watch office duties, company drills, inspections of fire hydrants, etc.

*Reason for Rating and Performance Suggestions:*

Rating

5

FIRE-FIGHTER DRAYCOTT CONSISTENTLY REPORTS FOR DUTY IN APPROPRIATE UNIFORM AND APPEARANCE READY TO HANDLE THE DAYS EVENTS

7. **ATTENDANCE & PUNCTUALITY:** Reports to work as scheduled. Gives advance notice for scheduled absences. Unscheduled absences are reasonable and not excessive. Arrives on schedule for meetings, appointments, and classes.

*Reason for Rating and Performance Suggestions:*

Rating

5

F/F DRAYCOTT ALWAYS ADVISES IN ADVANCE OF ABSENCES AND TARDINESS. CONSISTENTLY REPORTS FOR DUTY EARLY .

8. **COMMUNICATION:** Communicates and interacts effectively, verbally and in writing, with members, officers, and citizens. Recognizes and follows chain-of-command.

*Reason for Rating and Performance Suggestions:*

Rating

4

F/F DRAYCOTT CONSISTENTLY REPORTS ANY PROBLEM THAT ARISES, THROUGH THE PROPER CHAIN OF COMMAND. SHE COMMUNICATES WELL WITH OTHER CREW MEMBERS.

9. **INTERPERSONAL SKILLS:** Ability of a member to professionally represent HFD while performing his/her assigned duties with co-workers and the public in general.

*Reason for Rating and Performance Suggestions:*

Rating

4

F/F DRAYCOTT SHOWS PRIDE IN HER JOB AND REPRESENTS HERSELF AND THE HOUSTON FIRE DEPARTMENT IN A PROFESSIONAL MANNER.

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**OVERALL APPRAISAL RATING:** Follow Steps 1 through 4.

**1. Emergency Operations**

Total Rating 18 divide by 5 = 3.6 multiply by a weight of 2 = 7.2 (A)

**2. Non-Emergency Operations**

Total Rating 18 divide by 4 = 4.5 (B)

3. Add (A) and (B).

4. Divide by 3.

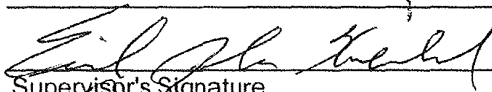
Outstanding 4.40 - 5.00  
Strong 3.70 - 4.39  
Effective 3.00 - 3.69  
Needs Improvement 2.00 - 2.99  
Unacceptable 1.99 or less

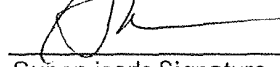
OVERALL  
APPRAISAL  
RATING

**3.90**


Supervisor's Comments: FIRE-FIGHTER ENA JANE DRAYCOTT WORKS WELL WITH OTHER CREW  
MEMBERS AND MAINTAINS A HIGH STANDARD OF PERSONAL RESPONSIBILITY AND  
ACCOUNTABILITY.

Suggestions for Career Development: FIRE-FIGHTER DRAYCOTT IS READY FOR PROMOTION .  
SHE SHOULD MAKE EVERY EFFORT TO QUALIFY FOR PROMOTION, WHICH WOULD QUALIFY HER  
FOR POSITIONS OF INCREASED RESPONSIBILITY.

 **Captain** 100653 2-13-2009  
Supervisor's Signature Rank Employee # Date of Signature

 **Senior Captain** 83260 3/6/09  
Supervisor's Signature Rank Employee # Date of Signature

Reviewing Authority Comments: \_\_\_\_\_

 **District Chief** 87960 3/31/09  
Reviewing Authority Signature Rank Employee # Date of Signature

Employee Comments: \_\_\_\_\_

Employee acknowledgement: I certify that I had the opportunity to write comments on this evaluation and that it has been discussed with me. My signature indicates only that I have read, reviewed, and received a copy of this evaluation. My signature does not necessarily indicate that I agree with the evaluation.

\_\_\_\_\_  
Employee Signature Date of Signature

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